

TOPIC 13: TIMEKEEPING FOR MULTIPLE APPOINTMENTS

The purpose of this topic is to explain some special circumstances that will exist for employees with multiple appointments. This topic will also provide an explanation of the timesheet entries that will need to be made in order to accurately compensate these employees.

At the end of this topic, you will be able to:

- Describe how time is entered for employees with multiple appointments
- Understand how to enter overtime for employees with multiple appointments



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

Calculating Overtime for Employees with Multiple Appointments

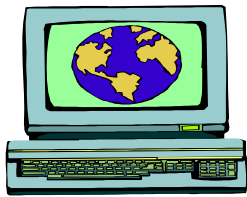
If an employee with multiple appointments is eligible for Federal and/or State Compensatory Time, all eligible hours will need to be calculated by each agency for the position they have assigned to the employee and the eligible hours accrued manually.

Remember that all automatic FLSA and Client Compensatory Time accruals for employees with multiple appointments will be “turned off”. Due to this fact, overtime hours for employees with multiple appointments will be entered differently than they are for employees with a single primary appointment. The process for accruing Compensatory Time for employees with multiple appointments is the same for both positive and exception paid employees.

When entering time for employees with multiple appointments, the following steps should be taken.

1. Before time is entered for an employee with multiple appointments should know is, what overtime category the employee falls into. The following questions need to be answered:
 - Is the employee FLSA “Non-exempt” (UCP overtime code 2)?
 - Is the employee FLSA “Exempt” but eligible for State Compensatory Time (UCP overtime code 1)?
 - Is the employee in eligible for any overtime (UCP overtime code 0)? (In this case no overtime calculations will need to be done.)
2. The next thing that needs to be considered is which FLSA/Client Profile, and which FLSA Work Cycle (if any) defines the employee’s FLSA information. Using the information from the Pay Cycle table, the person entering time can determine which eligible events fall into each of the FLSA work periods (based on the event dates and the FLSA work period end dates).

It should be noted that there may be multiple FLSA work periods within a pay period. The person entering time will perform FLSA calculations for all of the FLSA work periods that end prior to or on the current pay period end date. Any overtime hours worked during an FLSA Cycle that is split by a pay period should be held until the next pay period and entered on a prior period timesheet.



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

Batch: Document: CPER 300 316016000527

Name: WOLKEN, LORETTA

Employee ID: 060 - 41 - 0001 Appointment ID:

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
08 / 21 / 00	ADDHR	2.00
08 / 22 / 00	ADDHR	1.00
08 / 23 / 00	ADDHR	3.00
08 / 24 / 00	ADDHR	4.00

Batch: Document: CPER 300 316016000528

Name: WOLKEN, LORETTA

Employee ID: 060 - 41 - 0001 Appointment ID:

Input Total: Computed Input Total:

Event View Overrides View

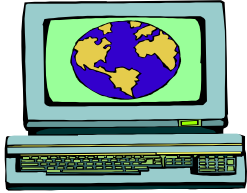
Event Date	Event Type	Amount
08 / 21 / 00	1FCMP	2
08 / 22 / 00	1FCMP	1
08 / 23 / 00	1FCMP	3
08 / 24 / 00	1FCMP	4



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

3. From the time and leave data reported for the employee, the person entering time should answer the following questions:
 - Which events are Regular Hours?
 - Which events are Leave Events?
 - Which events are eligible for FLSA (Federal) Compensatory Time?
 - Which events are eligible for Client (State) Compensatory Time?
 - Are there any events that have been carried over from the previous pay period?
 - Which events should be held for entry until the next pay period?
4. Upon making these determinations, the person keeping time should record all Regular Hours and Leave Events as they normally would. Remember: for exception paid employees, only exceptions need to be entered. **Any additional hours should not be recorded as ADDHR.** Additional hours should be recorded as either **1FCMP** or **1SCMP** (for Federal or State Compensatory Time Accrual Events). If ADDHR is entered, the hours would generate pay at straight time and no time will be accrued.
5. All the hours eligible for Federal Comp Time within a complete FLSA Work Cycle should be recorded on a current period timesheet.

Any additional hours worked during a split FLSA Cycle should be held until the next pay period. The associated accrual events for these hours should be entered on a PPER. The reason for this is that we have no way of knowing what the total number of hours physically worked during the FLSA cycle will be until the FLSA cycle has ended.
6. Any hours eligible for Federal Comp Time that have been carried over from the previous pay period (because they were worked during an incomplete FLSA period) should be recorded on a prior period timesheet.



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

Batch: Document: CPER 300 316016000528

Name: WOLKEN, LORETTA

Employee ID: 060 - 41 - 0001 Appointment ID: |

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
08 / 21 / 00	1SCMP	2
08 / 22 / 00	1SCMP	1
08 / 23 / 00	1SCMP	3
08 / 24 / 00	1SCMP	4



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

7. The total number of FLSA eligible hours for the pay period should be entered as a Federal Compensatory Time Accrual Event (**1FCMP**) on the timesheet for the overtime hours worked each day. This accrual event will calculate the hours entered at time and one-half, **only the hours worked will need to be entered**. For example: If an employee worked 4 additional hours, enter the 4 hours as **1FCMP**. This event will accrue 6 hours of Federal Comp Time to the employee's balance.

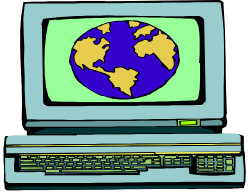
NOTE: Since all automatic Compensatory Time Accruals are turned off, the person entering time for an employee with multiple appointments must check the employee's Federal Comp Time balance before making any accruals. The balance can be checked through either the **QLBL** or **QLAU** Inquiry Windows. If the balance is at the maximum (240 or 480), a Federal Comp. Time Payoff Event (**FCPO**) must be entered in accordance with the accrual event.

It is important to understand that Federal Comp Time accruals occur at time and one-half when determining the amount of hours to be paid off to keep an employee's balance from going over the maximum. For example: If an employee's Federal Comp Time balance is 230 hours and their maximum is 240 hours, entering 10 hours of **1FCMP** would bring their balance to 245 hours. Therefore, a payoff event (**FCPO**) for 5 hours must be entered along with the accrual event (**1FCMP**) of ten hours.

8. All the hours eligible for State Comp Time within a complete FLSA Work Cycle should be entered on a current period timesheet.
8. Any hours eligible for State Comp Time that have been carried over from the previous pay period should (because they were worked during an incomplete FLSA period) should be recorded on a prior period timesheet.
9. The total number of hours eligible for State Comp Time for the pay period should be entered as a State Compensatory Time Accrual Event (**1SCMP**) on the timesheet. Time entered as **1SCMP** will be accrued at straight time.

NOTE: Since there is no maximum balance for State Compensatory Time, the leave balance will not need to be checked before entering the State Comp. Time Accrual Event.

Let's look at some scenarios that illustrate the timekeeping process for employees with multiple appointments.



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

SCENARIO 1

August 2000

10 Hours of OT in a contained FLSA Period

SUN	MON	TUE	WED	THU	FRI	SAT
		¹ 8	² 8	³ 8	⁴ 8	⁵
⁶	⁷ 8	⁸ 8	⁹ 8	¹⁰ 8	¹¹ 8	¹²
¹³	¹⁴ 8	¹⁵ 8	¹⁶ 8	¹⁷ 8	¹⁸ 8	¹⁹
²⁰	²¹ 10	²² 9	²³ 11	²⁴ 12	²⁵ 8	²⁶
²⁷	²⁸ 8	²⁹ 8	³⁰ 8	³¹ 8		

Employee Leave Balance Inquiry

Name: WOLKEN, LORETTA

Employee ID: 060 - 41 - 0001 Appointment ID: Category: FCOMP Date: 08 / 00

	Category	Description	Balance	Amount Basis	Balance Type	Leave End M
1	FCOMP	FEDERAL COMPENSATORY TIME	0.00	HOURS	ID	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

Scenario 1

Loretta Wolken is an exception paid employee. She has two appointments with the State of Missouri. You are a timekeeper for her primary appointment. Her FLSA cycle is 7DU (Seven days beginning on Sunday). Loretta is eligible to receive both Federal and Client Compensatory time. Loretta worked additional hours during the week of August 20-26 which is a complete FLSA Cycle within the pay period (refer to the calendar on the opposite page). She is eligible to receive both Federal and State Compensatory Time.

First of all, you will need to check this employee's leave balance on the Employee Leave Balance Inquiry (QLBL) window to ensure that they are not at their maximum balance.

Step 1 To open the QLBL from the SAM II Desktop Navigator window, click on the Go To button. Type **QLBL** in the **CODE**. Click on the Open button.

You would populate the following fields on the QLBL.

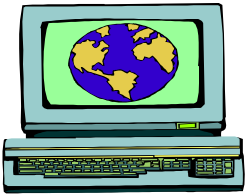
EMPLOYEE ID –Enter the employee's ID number.

LEAVE CATEGORY –Enter the leave category code. In this circumstance, you want to know how much federal compensatory time the employee has accrued. You would type **FCOMP**.

DATE – Enter the current month and year for the most up to date information.

Select **Display: Browse Data**.

This employee's Federal Comp Time balance is less than the maximum so time can be accrued for her.



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

Batch / Document Entry

Document Type: View by: ☒ Name ☐ Code

Batch ID: Organization:

Document ID:

☒ Automatic Document Numbering

☒ New ☐ Open ☐ Scan

Batch: Document: CPER 300 316016000528

Name:

Employee ID: Appointment ID:

Input Total: Computed Input Total:

Event Date	Event Type	Amount
<input type="text" value="08 / 21 / 00"/>	<input type="text" value="1FCMP"/>	<input type="text" value="2"/>
<input type="text" value="08 / 22 / 00"/>	<input type="text" value="1FCMP"/>	<input type="text" value="1"/>
<input type="text" value="08 / 23 / 00"/>	<input type="text" value="1FCMP"/>	<input type="text" value="3"/>
<input type="text" value="08 / 24 / 00"/>	<input type="text" value="1FCMP"/>	<input type="text" value="4"/>



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

Step 2 Complete the normal steps in the creation of a current timesheet (either a CPER, CITS, or CREW). In this scenario, a CPER is being used.

Once you select the OK button, a CPER document will open.

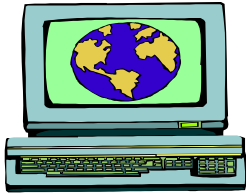
Step 3 Populate the fields on the header section of the current timesheet as usual. For the CPER, you would:

EMPLOYEE ID – Enter the employee’s ID number.

APPOINTMENT ID –Leave Blank.

Step 4 Since the FLSA Work Cycle for 7DU is Sunday through Saturday, the event dates entered below represent activity for a complete FLSA Work Cycle. Therefore, you would enter them on a current timesheet (CPERS, CITS, or CREW).

EVENT DATE	EVENT TYPE	AMOUNT
08/21/00	1FCMP	2
08/22/00	1FCMP	1
08/23/00	1FCMP	3
08/24/00	1FCMP	4



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

Batch: Document: CPER 300 316016000528

Name: WOLKEN, LORETTA

Employee ID: 060 - 41 - 0001 Appointment ID:

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
08 / 21 / 00	1FCMP	2
08 / 22 / 00	1FCMP	1
08 / 23 / 00	1FCMP	3
08 / 24 / 00	1FCMP	4

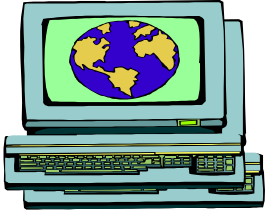


TIMEKEEPING FOR MULTIPLE APPOINTMENTS

You have completed entering an employee's time and/or leave on a CPER and it is time to process and approve the document. Remember that the Process: Edit step applies edits to the timesheet information to verify the validity of the events and the employee's leave/pay policies. It also checks if the employee has sufficient leave balances to support the amounts specified. After a document is free of errors, the necessary levels of approval are applied. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based on what stage of the process that the document is in, what your security profile allows you to do, and your agency's workflow rules.

Now let's complete the approval process as you normally would for a CPER.

NOTE: After processing a timesheet with Compensatory Time Accrual Events (ex: 1FCMP, 1SCMP) to an 'Accepted' status, the employee's Compensatory Time balances will be updated immediately. Remember that the Process: Run or the Process: Approve and Run options will place a timesheet into an 'Accepted' status.



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

SCENARIO 2

August 2000

8 Hours of OT in a split FLSA Period

SUN	MON	TUE	WED	THU	FRI	SAT
		¹ 8	² 8	³ 8	⁴ 8	⁵
⁶	⁷ 8	⁸ 8	⁹ 8	¹⁰ 8	¹¹ 8	¹²
¹³	¹⁴ 8	¹⁵ 8	¹⁶ 8	¹⁷ 8	¹⁸ 8	¹⁹
²⁰	²¹ 8	²² 8	²³ 8	²⁴ 8	²⁵ 8	²⁶
²⁷ 4	²⁸ 10	²⁹ 10	³⁰ 8	³¹ 8	¹ 8	²

Employee Leave Balance Inquiry

Name: WOLKEN, LORETTA

Employee ID: 060 - 42 - 0001 Appointment ID: Category: FCOMP Date: 09 / 00

	Category	Description	Balance	Amount Basis	Balance Type	Leave End M
1	FCOMP	FEDERAL COMPENSATORY TIME	24.00	HOURS	ID	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

Scenario 2

Loretta Wolken is an exception paid employee. She has two appointments with the State of Missouri. You are a timekeeper for her primary appointment. Her FLSA cycle is 7DU (Seven days beginning on Sunday). Loretta is eligible to receive both Federal and Client Compensatory time.

Loretta worked additional hours during the week of August 27 – September 2. Since the pay period ended on August 31 without the FLSA Work Cycle being completed, you cannot enter her overtime hours worked on a current timesheet. You do not know what hours Loretta worked on Sept. 1-2, so you do not know if all the additional hours she worked should be accrued as Federal Compensatory time or State Compensatory time.

Since Loretta worked additional hours on a split-FLSA Work Cycle, you will need to wait until the FLSA Work Cycle is completed and enter her time for August 27-August 31 on a Prior Period Timesheet (PPER).

First of all, you will need to check this employee's leave balance on the Employee Leave Balance Inquiry (QLBL) window to ensure that they are not at their maximum balance.

Step 1 To open the QLBL from the SAM II Desktop Navigator window, click on the Go To button. Type **QLBL** in the **CODE**. Click on the Open button.

You would populate the following fields on the QLBL.

EMPLOYEE ID –Enter the employee's ID number..

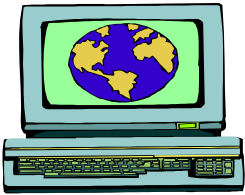
LEAVE CATEGORY –Enter the leave category code. In this circumstance, you want to know how much federal compensatory time the employee has accrued. You would type **FCOMP**.

DATE – Enter the current month and year for the most up to date information.

Select **Display: Browse Data**.

This employee's Federal Comp Time balance is less than the maximum so time can be accrued for her.

Let's make the necessary entries on a PPER so that the employee receives the correct amount of Federal Comp Time.



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

Batch / Document Entry

Document Type: View by: ☒ Name ☐ Code

Batch ID: Organization:

Document ID:

☒ Automatic Document Numbering

☒ New ☐ Open ☐ Scan

Batch: Document: PPER 580 302317000695

Name:

Employee ID: Appointment ID: Supp Pay Cycle:

Input Total: Computed Input Total:

☒ Event View ☐ Overrides View

Event Date	Event Type	Amount	Supplemental Pay Cycle
<input type="text" value="08 / 27 / 00"/>	<input type="text" value="1FCMP"/>	<input type="text" value="4.00"/>	<input type="text" value="Regular Run"/>
<input type="text" value="08 / 28 / 00"/>	<input type="text" value="1FCMP"/>	<input type="text" value="2.00"/>	<input type="text" value="Regular Run"/>
<input type="text" value="08 / 29 / 00"/>	<input type="text" value="1FCMP"/>	<input type="text" value="2.00"/>	<input type="text" value="Regular Run"/>



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

Step 2 Complete the normal steps in the creation of a Prior Period Timesheet (PPER).

Step 3 Populate the fields on the header section of the current timesheet as usual. For the CPER, you would:

EMPLOYEE ID – Enter the employee’s ID number.

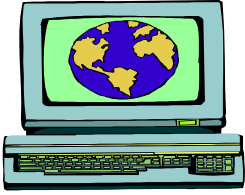
APPOINTMENT ID –Leave Blank.

Step 4 Since the FLSA Work Cycle for August 27-September 1 represented a split-FLSA Work Cycle, then any compensatory time must be accrued for the August 27-31 event dates on a Prior Period Timesheet after the FLSA Work Cycle has been completed.

In our scenario, Loretta did not take any leave events such as annual or sick leave on September 1 –2. Therefore, the additional hours she worked during August 27-31 should be accrued as federal comp time.

Step 5 Populate the fields on the Event View panel of the CPER.

EVENT DATE	EVENT TYPE	AMOUNT
08/27/00	1FCMP	4
08/28/00	1FCMP	2
08/29/00	1FCMP	2



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

Batch: Document: PPER 580 302317000695

Name: WOLKEN, LORETTA

Employee ID: 060 - 42 - 0001 Appointment ID: Supp Pay Cycle: Regular Run

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount	Supplemental Pay Cycle
08 / 27 / 00	1FCMP	4.00	Regular Run
08 / 28 / 00	1FCMP	2.00	Regular Run
08 / 29 / 00	1FCMP	2.00	Regular Run



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

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Now let's complete the approval process as you normally would for a PPER.

NOTE: After processing a timesheet with Compensatory Time Accrual Events (ex: 1FCMP, 1SCMP) to an 'Accepted' status, the employee's Compensatory Time balances will be updated immediately. Remember that the Process: Run or the Process: Approve and Run options will place a timesheet into an 'Accepted' status.

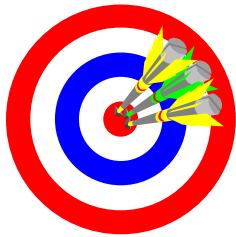


EXERCISE

1. An exception paid employee with two appointments has worked the following schedule for the month of August. You are a timekeeper for the Agency in which the employee holds their primary appointment. This person is on an FLSA work cycle of 7DU (seven days, beginning on Sunday). They are eligible for State and Federal Comp Time. How would you handle this schedule?

SUN	MON	TUE	WED	THU	FRI	SAT
		¹ 8	² 8	³ 8	⁴ 8	⁵
⁶	⁷ 8	⁸ 8	⁹ 8	¹⁰ 8	¹¹ 8	¹²
¹³ 10	¹⁴ 8	¹⁵ 8	¹⁶ 8	¹⁷ 8	¹⁸ 8 AL	¹⁹
²⁰	²¹ 8	²² 8	²³ 8	²⁴ 8	²⁵ 8	²⁶
²⁷	²⁸ 8	²⁹ 8	³⁰ 8	³¹ 8		

2. Now, assume that the employee's federal comp time accrual was at 240 hours when you checked QLBL. How would this change the codes you entered on the timesheet?



TESTING YOUR KNOWLEDGE

1. For employees with multiple appointments, what event codes will be used to record additional hours on a timesheet?
2. Why will Federal and State Comp Time have to be manually accrued for employees with multiple appointments?
3. What will need to be done with overtime hours worked during an FLSA Cycle that is split by a pay period?

